



# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



### JOB OPPORTUNITY

#### DIVISION OF FINANCE AND INTERNAL OPERATIONS HUMAN RESOURCES ASSOCIATE

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE**

**Open To:** Candidates on a current Human Resources Associate examination list, State employees currently holding the above title or those who have previously attained permanent status.

**Location:** 25 Industrial Park Road, Middletown, CT

**Hours:** 8:00 a.m. – 5:00 p.m.

**File / Position #** 799 / 61880

**Salary Range:** \$57,534 - \$73,803

**Closing Date:** July 1, 2013

#### **ELIGIBILITY REQUIREMENT:**

Candidates must have applied for and passed the Human Resources Associate exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

#### **Example of Duties:**

Prepares and maintains human resource records; researches organization and position functions; participates in recruitment, orientation and promotion process; interviews, evaluates, and recommends applicants for employment; maintains applicant job banks and other records related to recruitment and selection; assists agency supervisory staff by monitoring working test periods; counsels and advises employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; conducts or participates in job audits; researches and composes requests for position action; analyzes and recommends changes to class specifications; calculates longevity and salary adjustments; coordinates performance evaluation process; assists in training operations; conducts turnover analysis; may participate in collective bargaining, grievance procedures, and contract administration; may assist in the implementation of equal opportunity programs; may participate in the preparation of multiple payrolls; performs related duties as required.

#### **Qualification:**

##### **Knowledge, Skill and Ability:**

Knowledge of the principles and practices of public human resources administration; basic knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of employee and labor relations principles and practices; basic knowledge of equal opportunity principles and requirements; basic knowledge of payroll procedures and operations; oral and written communication skills; interpersonal skills; ability to apply human resource principles and procedures in the areas of recruitment, selection, classification, compensation, payroll and benefits administration; ability to analyze problems quickly and determine effective solutions; ability to read and

interpret laws, regulations, policies, procedures and collective bargaining agreements; ability to serve as an effective business partner; some ability to design and deliver formal and informal training.

**Minimum Experience and Training Required:**

**General Experience:**

Six (6) years professional experience in human resources management, payroll or equal employment assurance.

**Substitutions Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.

For state employees two (2) years as a Human Resources Assistant may be substituted for the General Experience.

**Special Requirements:**

Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

Incumbents in this class may be required to travel.

**Note:**

The filling of this position will be in accordance with reemployment/SEBAC, transfer, promotion and merit employment rules.

**Preferred Experience:**

Proficiency in the Core-CT Human Resources Management System (HRMS) including the ability to enter and extract data to generate reports related to human resources operations; experience in recruitment and selection; experience in retirement and benefits counseling; evidence of considerable interpersonal and communication skills to effectively serve as a human resources liaison to central office staff and the Connecticut Technical High School System; and some labor relations experience.

**Application Instructions:**

Interested candidates should reference announcement #799, submit a letter of application and resume with details of experience and training, three (3) current professional references and a CT-HR-12 application which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to:

**Department of Education**  
**Debra Paradis, Principal Human Resources Specialist**  
**165 Capitol Avenue – Room G-16**  
**Hartford, CT 06106**  
**Telephone: (860) 713-6695**  
**Fax: (860) 713-7011**  
**[debra.paradis@ct.gov](mailto:debra.paradis@ct.gov)**

**All required documents must be submitted by the closing date to be considered for interview.**

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to Levy Gillespie, Equal Employment Opportunity Director in the Affirmative Action Office, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071.”

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

#799 – 6/17/13